

POSITION DESCRIPTION

POSITION: Women, Infant's and Children Director

POSITION SUMMARY: The WIC Director is responsible for the direction, coordination, implementation, evaluation, and general supervision of the Supplemental Nutrition Program for Women, Infant's, and Children (WIC) at Native American Community Health Center, Inc. (NACHC). The Director will ensure that both agency and program policies, procedures, nutrition care standards scopes of work, record maintenance, and reporting requirements are met. The WIC Director reports to the Health Promotion and Disease Prevention Division Director.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the NACHC Employee Handbook on evaluations.

Essential Functions: (essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is not a comprehensive listing of all functions and tasks performed by position in this class.)

RESPONSIBILITIES AND DUTIES:

1. Responsible for the supervision and evaluation of WIC staff at the American Indian Women's Clinic (AIWC) and NACHC sites. Evaluate and monitor staff activities through meetings, review of documentation and periodic evaluations.
2. Plan and monitor the operation and utilization of WIC services and make appropriate adjustments and modifications as necessary.
3. Plan for the expansion of WIC services as necessary. Plan, develop and implement new nutrition programs/services and attain funding for expansion.
4. Review and evaluate WIC services to assure quality and compliance with nutrition standards, NACHC policies and procedures, WIC rules and regulations and implement changes as necessary.
5. Participate in ITCA/WIC NACHC Quality Assurance/Improvement Program. Report results and coordinates with appropriate staff to resolve quality assurance/improvement issues.
6. Collaborate and coordinate with other NACHC program managers to plan services, identify and resolve problems and make referrals.
7. Provide leadership in client nutrition education services through the initiation of ideas, joint planning, problem solving and evaluation of programs.
8. Provide nutrition related counseling to high-risk women, infants, and children.
9. Provide training and in-service education for WIC staff. Conduct and coordinate training for the Dietetic Education Program (DEP).
10. Maintain updated policy and procedure manual for WIC services.

11. Prepare and submit written reports on a monthly basis. Prepare and submit semi-annual and annual reports to grantor.
12. Perform other work related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of program planning concepts, and practices.
2. Ability to plan, develop, implement, and evaluate WIC services.
3. Knowledge of diabetes and maternal/child nutrition.
4. Ability to work independently and willingness to take initiative in addressing concerns and issues.
5. Knowledge of the cultural and social backgrounds of the Native American population.
6. Skills in interviewing and communicating to elicit information and gain cooperation from clients and staff.
7. Ability to establish program goals and objectives and to assess program in relation to goals.
8. Skills in written and verbal communication. Ability to provide written and oral presentations.

QUALIFICATIONS AND EXPERIENCE:

1. Registered Dietitian required.
2. Bachelor's degree in Nutrition required. MS preferred.
3. Three years experience in the field of public health nutrition or community nutrition.
4. Possess current and valid Arizona Driver's License with no DUI/DWI or reckless driving convictions in the last five years having no more than two at-fault accidents in the last three years and maintain a valid Driver License during employment.
5. Must pass a criminal background check with a Class I Fingerprint Clearance Card within the initial ninety (90) days of employment.
6. Must pass a drug and alcohol testing upon employment and random testing during the course of employment.
7. Must have updated Immunization (IZ) record.
8. Must have a Tuberculosis (TB) skin test upon employment and employee health profile updated on an annual basis.
9. Must obtain a CPR Certificate within ninety (90) days of employment and maintain a valid card during employment.

NACHC, INC. is an EEOC, Employment-At-Will, and American Indian Preference employer. A Drug Free and Commercial Smoke-Free work environment.

Approved by CEO 8/05